

**The United States Bankruptcy Court
for the Northern District of New York**

CM/ECF
Manual for External Users

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Purpose of this manual

This manual is intended to aid you in the filing of documents electronically using the Court's "Case Management - Electronic Case Files" system, or CM/ECF.

What this manual attempts to do is to define in detail the most common screens that you will encounter, identify the events available to you in the program (and where to find them) and to educate the user with regard to many of the unique or event-specific prompts.

If at any time you find that you require additional assistance, please do not hesitate to contact a Court representative.

How does this manual work?

The first section of this manual provides you with an image representing each of the basic document filing screens found in the CM program. These images are presented in logical order and beneath each you'll find a description of the image, an explanation as to its function and any special instructions, tips or areas of specific concern.

The second section includes all of the filing events specific to your category of user as well as a grouping of general bankruptcy and adversary events. Each event section provides its location, images of unique screens and any special instructions, tips or areas of specific concern. Also included in the second section are instructions on how to conduct queries, generate reports and make use of special utilities available to you.

It's recommended that you familiarize yourself thoroughly with Section One of this manual and refer to the appropriate segment of Section Two for each of the filing events as you attempt to employ them.

Section One:

The Basic Document Filing Screens

Accessing CM

The CM/ECF system is a web based software program. At this time the Netscape Navigator 4.7 (or earlier version) web browser has been tested and recommended for use with this program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

To access the court web site, open Netscape Navigator and enter the URL (address) of the court's computer in the browser's Location field. (See Figure 1.) Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

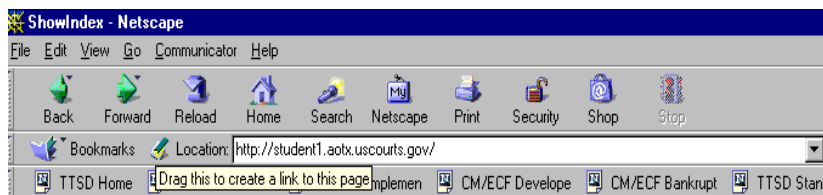


Figure 1

For quick access to this site in the future, set a bookmark or create a button on your navigation bar, (See Figure1.)

The Back button



on your Netscape navigation bar can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button will allow you added flexibility in case processing.

The Login Screens

Logins and Passwords

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below.

A screenshot of the "ECF/PACER Login" web page. At the top, the title "ECF/PACER Login" is displayed in blue. Below it is a "Notice" section stating that the site is for official court business only. This is followed by "Instructions" regarding login procedures and fees. The main part of the page is an "Authentication" form with three input fields: "Login:", "Password:", and "client code:". Below these fields are "Login" and "Clear" buttons. At the bottom of the page, a note states: "CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5."

Figure 3a

Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

Most courts consider the registered user's login and password the electronic equivalent of their signature. This concept is incorporated into the court's General Order on Electronic Filing.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information, before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 7¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

The PACER Service Center bills users only when annual usage exceeds \$9.99, e.g., If on December 31, a participant owes \$9.56, no bill will be issued for that year and a new billing cycle will begin January 1 of the next year. Copies of case files are still available at the court for \$.50 per page.

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The court user CM/ECF login screen is pictured below.

CM/ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 3b

The CM/ECF Main Menu

The **CM/ECF MAIN MENU** screen is pictured below.



Figure 4

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

The Bankruptcy Events Screen

The Bankruptcy Events screen is pictured below. Access this screen by clicking on the word “Bankruptcy” located on the Main Menu Bar. A number of categories will display and most CM/ECF functions will emanate from this page.



For further information on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured at right). This will bring up a help screen.



This screen gives you more information about the menu selections. Scroll down using the arrows or scroll bar on the right as necessary.

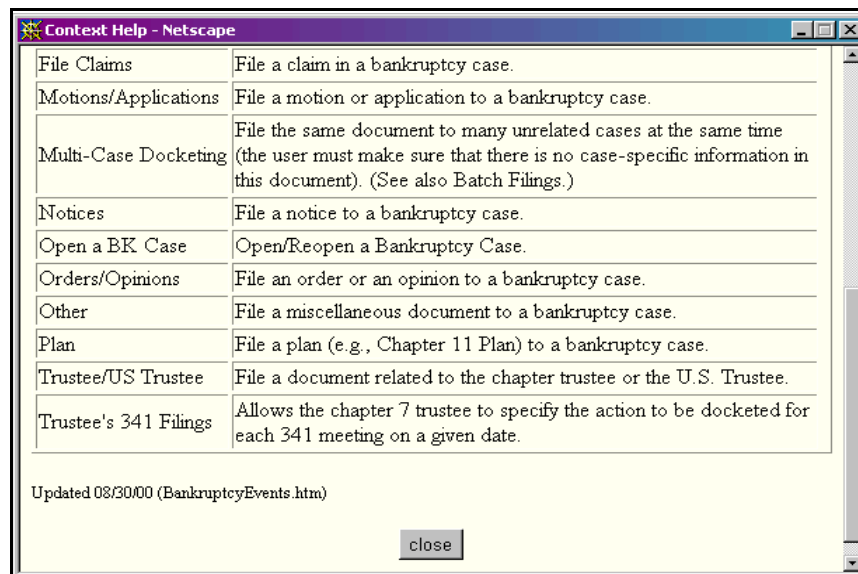


Figure 2b

To close this help screen, click on the "X" in the top right corner of the screen, or click on the **[Close]** box at the bottom of the screen. This will return you to the Bankruptcy Events screen.

The Adversary Events Screen

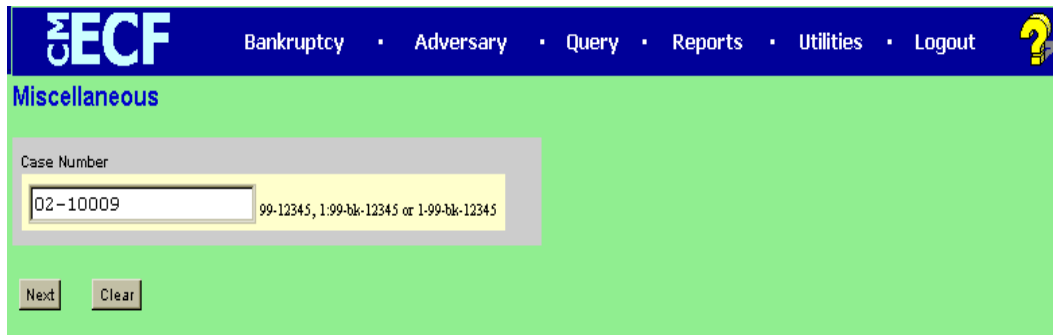
The Adversary Events screen is pictured below. Access this screen by clicking on the word "Adversary" on the Main Menu Bar. Most adversary functions begin here.



As with the Bankruptcy Events screen, you can click the **HELP** icon on the CM/ECF Main Menu Bar for more information on each of these categories.

The Case Number Screen

This screen is used to tell the program which case you which to file electronic documents in.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a dark blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the header is a green banner with the word "Miscellaneous" in blue. The main area is white and contains a "Case Number" label above a text input field. The input field contains "02-10009". To the right of the input field is a small grey box with the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Be certain to enter the correct case number, including the hyphen.

The Event Selection Screen

This screen generally appears upon entering a case number and clicking 'next'.



The screenshot shows the ECF interface after clicking "Next". The header and green banner are the same. Below the banner, the case number "02-10009-1" and the name "Lulu Spendalot" are displayed in blue. Below this is a drop-down menu with a list of events: "20 Largest Unsecured Creditors", "Affidavit", "Amended Creditor Matrix (Fee)", "Amended Schedules (Fee)", "Brief", "Certificate of Service", "Chapter 11 Ballots", and "Creditor Disk". Below the drop-down menu are two buttons: "Next" and "Clear".

There are several different event selection screens throughout the program.

Important: The items appearing in the drop-down list of an Event Selection Screen are generally unique to the category selected at the previous Bankruptcy Events Screen or Adversary Events Screen.

As you use the system more, you'll become familiar with the location of your commonly filed documents.

The “Joint Filing” Screen



This screen is only used if another attorney is joining in a filing, do not check this box.

If this were a joint filing with another attorney(s) you would check the box and upon clicking **[Next]** you'd be presented with a pick list of attorneys on the case to select as joint filers.

The Party Screens

STEP P-1 The **SELECT PARTY** screen displays. (See Figure P-1) All participating parties on the case will appear on this list.



Figure P-1

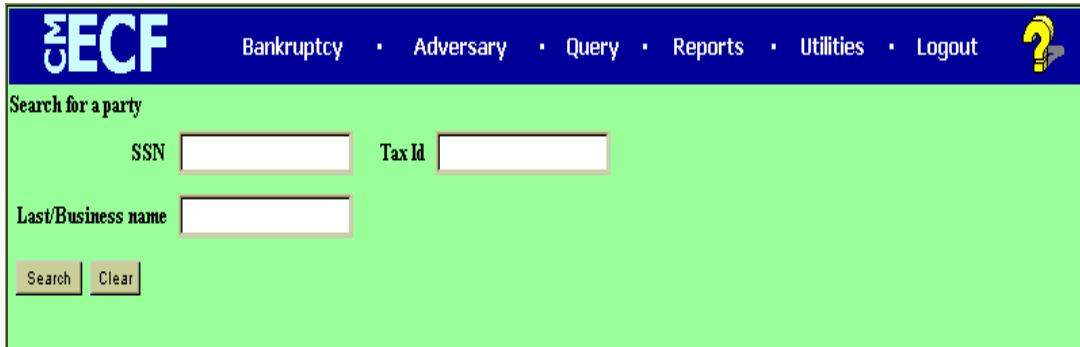
Here, the party for whom you are entering the document is the creditor, Householder's Finance.

IF: If the party for whom you are filing the document is listed in the **select the party** box, highlight it.
Click **[Next]** and see page 16 - “The Attorney/Party Association Screen”

BUT: If the party for whom you are filing the document does not display in the **select the party** box, they'll need to be added to this case. Keep in mind that for the purpose of these instructions we are entering a document filed on behalf of Householders Finance.

◆ Click the Add/Create New Party hyperlink.

STEP P-2 The **PARTY SEARCH** screen displays. (See Figure P-2)
You must first search the database to retrieve the party record. If the party is new to the court and your search does not find it, a new party record will need to be created.



Figure

P-2

- ◆ It's very important to search carefully and thoroughly before adding a new party so that records for your person or entity will not be duplicated in the court's database. Search tips are provided below.
- ◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. For example, enter House to search for Householders Finance.
- ◆ Click **[Search]** .

Search Tips:

- Use only one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) should not be used within search strings.

STEP P-3 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were found for Householders Finance. (See Figure P-3)

The screenshot shows the ECF (Electronic Case Filing) search interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section with the heading "Search for a party". It contains input fields for SSN, Tax Id, and Last/Business name. There are "Search" and "Clear" buttons. Below the search section is a section titled "Party search results" which displays the message "No person found." and a "Create new party" button.

Figure P-3

NOTE: Your search may find more than one record having the same name. See **Figure P-4**. As shown below, clicking on any of the names listed brings up a smaller window, displaying that party's address information. This is so that you can verify that you're selecting the correct party.

The screenshot shows the ECF search interface with search results. The "Party search results" section lists four entries: "Household Finance.", "Household Recovery Services, Inc.", "Householder's Finance.", and "Householders Finance.". Below the list are "Select name from list" and "Create new party" buttons. A pop-up window titled "Person Address - Netscape" is open, displaying the address information for "Householder's Finance":
Householder's Finance
1 Corporate Circle
New York, NY 20006
USA
County: New York

Figure P-4

Clicking on the **[Select name from list]** button will accept the party and address as is (or allow you to modify it for this case only on the following PARTY INFORMATION screen).

Clicking on the **[Create new party]** button allows you to instead add a new record.

◆ In this example, we'll click the **[Create new party]** button.

STEP P-5 The **PARTY INFORMATION** screen will appear. (See Figure P-5)

The screenshot shows the 'Party Information' form in the ECF system. The form is divided into two columns. The left column contains fields for Last name, Middle name, SSN, Office, Address 2, City, County, Phone, E-mail, ProSe, and Party text. The right column contains fields for First name, Generation, Title, Tax ID, Address 1, Address 3, State, Zip, Country, and Fax. The 'ProSe' field is a dropdown menu with 'no' selected. The 'Role' field is a dropdown menu with 'Creditor (cr:cr)' selected. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Clear'.

Figure P-5

- ◆ Complete all appropriate **name** fields. If a business, the entire business name should be entered in the Last Name field. Address and other information is not required.
- ◆ Since you are representing this party, do not change the pro se default value of No.
- ◆ Click to expand the Party Role list arrow ▼ and highlight Creditor (cr:cr).
- ◆ Click **[Submit]**.

STEP P-6 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). (See Figure P-6)

The screenshot shows the 'Select the Party' screen in the ECF system. At the top, it says 'File a Claim action:' followed by a link '02-10009 Lulu Spendalot'. Below this is a section titled 'Select the Party:' which contains a list box with the following entries: 'Householder's Finance, [Creditor]', 'Mayfair, Julian [Trustee]', 'Spendalot, Lulu [Debtor]', and 'Woodring, Zane [U.S. Trustee]'. The first entry is highlighted. To the right of the list box is a link 'Add/Create New Party'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

Figure P-6

- ◆ Click **[Next]**.

The Attorney/Party Association Screen

If your party is new, checking the box on this screen will establish you as counsel for them on this case. Perry Mason and Householder's Finance are used in the example below. This attorney/party association need only be made once per case. In subsequent sessions on behalf of the same party, this screen will not display.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page has a light green background. It displays "File a Claim action:" followed by a link "02-10009 Lulu Spendalot". A message states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this, there is a checkbox labeled "Householder's Finance, (cr:cr) represented by Mason, Perry (aty)". At the bottom of the form are two buttons: "Next" and "Clear".

- ◆ Check the box and click **[Next]**.

The PDF Document Selection Screen

The PDF Document Selection Screen appears during any transaction for which the ECF system requires that an electronic document be attached. (See figure 1)



The screenshot shows the ECF (Electronic Case Filing) system interface for the PDF Document Selection screen. It features the same blue navigation bar at the top with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a yellow question mark icon. The main area has a light green background. It displays "File a Claim action:" followed by a link "02-10009 Lulu Spendalot". A message states: "Select the pdf document (for example: CA199cv501-21.pdf).". Below this is a "Filename" label, a text input field, and a "Browse..." button. At the bottom, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the very bottom are two buttons: "Next" and "Clear".

Figure 1

When this screen displays, clicking on the **[Browse]** button will cause a File Upload dialog box to appear. That is your prompt to navigate to the directory on your PC where you have saved the corresponding PDF file. (See figure 2 - next page)

IMPORTANT:

The file that you are browsing for will not appear in the File Upload box until you change **Files of type:** to **All Files (*.*)** as shown in figure 2.

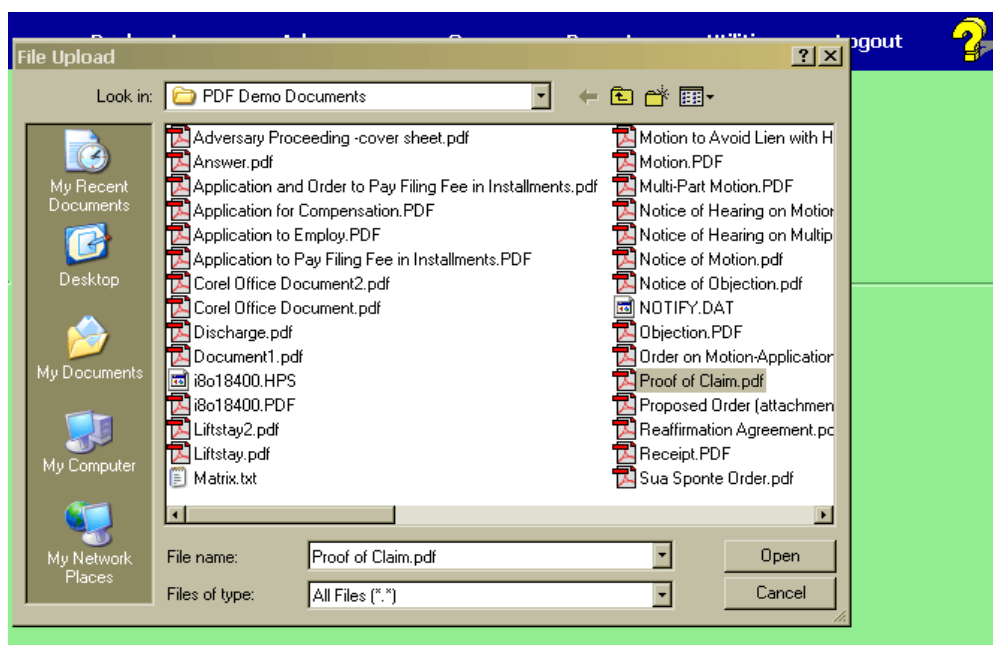


Figure 2

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 3)

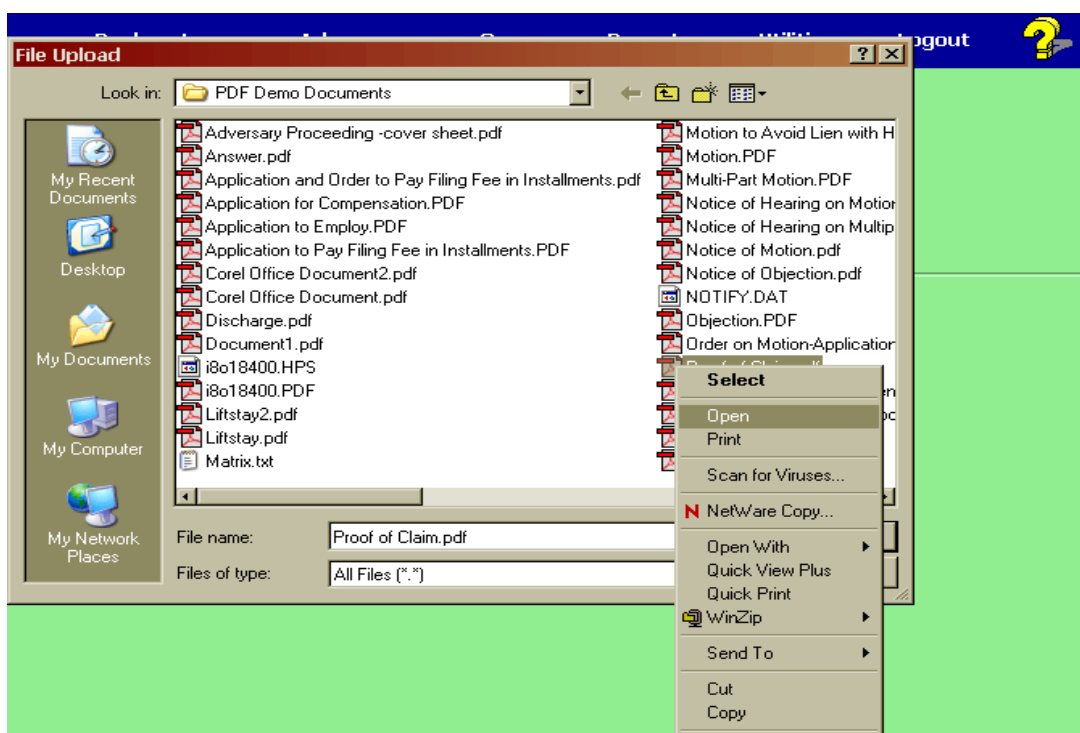


Figure 3

This will launch the Adobe Acrobat Reader which will display the contents of the images document. Verify that the document is correct.

Close or minimize the Adobe application and if that is the correct file and click **[Open]** on the **FILE UPLOAD** dialogue box as shown in figure 4.

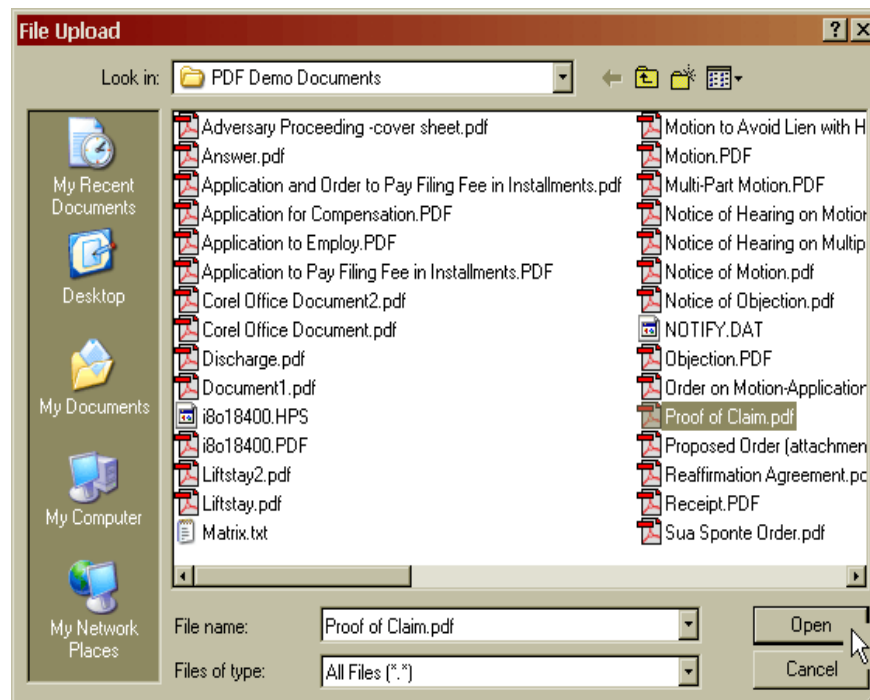


Figure 4

The path and name of the selected PDF file is placed in the **Filename** box as shown in figure 5.

This file will be associated with the current event and a hyperlink will be created to it.

A screenshot of the ECF (Electronic Case Filing) web interface. The top header is blue with the 'ECF' logo and navigation links: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Logout', and a yellow question mark icon. The main content area has a light green background. It shows 'Case 02-10009-1' and instructions: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' label above a text input field containing 'C:\Documents and Settings\TOMZ\Desk' and a 'Browse...' button. Below this is the 'Attachments to Document:' section with two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 5

There will not be any Attachments to the document in this lesson. Accept the '**No**' default radio button.

Click **[Next]**.

The Filing Fee Screen

The CM program displays a Filing Fee Screen during any transaction for which the Court requires a fee to be paid. (See figure 1)



The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar is dark blue with the ECF logo on the left and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout on the right. A yellow question mark icon is in the top right corner. The main content area has a light green background. It starts with the heading "File a Motion:" followed by a blue hyperlink "02-10009-1 Lulu Spendalot". Below this is a prompt: "For Receipt #, Enter CC for Credit Card or 0 for Other Payment." There is a text input field for "Receipt #" and the text "Fee: \$75" to its right. At the bottom left of the form area are two buttons: "Next" and "Clear".

Figure 1

The correct fee amount for the document being filed will automatically display.

IMPORTANT: Enter "cc" (for credit card) in the Receipt #: as instructed by the screen prompt. Sometime thereafter, the Court will apply the charges to your credit card.

The Filing Fee Screen may also display other informational messages relevant to the document you are filing. For example, when filing a bankruptcy petition, you may see a message providing information on installment applications (as shown in figure 2).



The screenshot shows the ECF interface for filing a bankruptcy case. The top navigation bar is identical to Figure 1. The main content area has a light green background. It starts with the heading "Open New Bankruptcy Case" in blue. Below this is the same prompt: "For Receipt #, Enter CC for Credit Card or 0 for Other Payment." A new informational message is displayed in blue text: "All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. Otherwise, The Full Fee Will Be Charged To your Credit Card." Below this message is a text input field for "Receipt #" and the text "Fee: \$200" to its right. At the bottom left are "Next" and "Clear" buttons.

Figure 2

Refer to Existing Event(s) Screens

This screen will be displayed in instances where you are filing a document that may be directly related to a previously filed document. (See figure 1)



Figure 1

Let's say, for example, that you've just filed a motion electronically and you now wish to file the corresponding certificate of service. During the certificate of service transaction, you'll be asked to identify and "link" your document to the motion to which it pertains.

OR

Let's say another party has filed a motion and you wish to file an affidavit or a brief in response. During the affidavit or brief transaction, this screen will appear, prompting you to initiate the linking of your document to the appropriate motion.

Placing a checkmark in the box on the screen in figure 1 (and clicking 'Next') begins the related document identification process. Leaving the box unchecked will cause the transaction to proceed without creating the necessary association between documents.

If the box is checked, information necessary in identifying the related document will be requested on the following screen as shown below. (See figure 2)



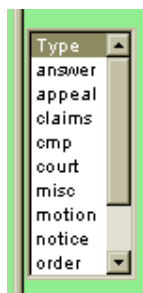
Figure 2

This screen is for use in narrowing the possible choices as you attempt to associate the current document with a previously filed document.

NOTE: You must select from the list of categories (if displayed) before you can proceed.

SELECT THE CATEGORY UNDER WHICH THE
DOCUMENT TO WHICH YOU ARE LINKING WAS FOUND.

For example:



If you are filing an affidavit or a brief that relates to an application for compensation, you would select “motion” from the category list, since that is where application for compensation is found.

If you are filing a certificate of service of an amendment to the schedules, you would select “misc” from the category list, since amendments are found under “Other”.

If you are unsure, multiple categories can be selected by holding the Ctrl key. Selecting every category will display a list of every document filed in the case.

NOTE: Sometimes, the category list will not appear and you’ll be presented with a variation of the same screen as shown in figure 3.

Figure 3

Example:

If you are filing an objection to confirmation, the program already knows that the item to which you are objecting is found in the “Plan” category, therefore a category selection list is not displayed.

Similarly, if you are filing a notice of appeal, the program knows that the item which you are appealing is found in the “order” category, therefore a category selection list is not displayed.

In both variations of this screen (figure 2 and figure 3) you may further narrow your related-document-selection-criteria by entering a date range in the “Filed” boxes and/or entering a document number range in the “Document” boxes.

Upon clicking **Next**, a screen will display listing (for selection) only those documents that meet the criteria set here. The type of document that displays on the next screen will vary based upon the category used. Select your related document(s) and click Next again.

NOTE: If you attempt to “refer to an existing event” that does not exist, you be stopped from proceeding with the following message.

For example:

If you attempt to file an amended chapter 11 plan in a case where no chapter 11 plan had been filed to begin with, the above message would display.

The Case Confirmation Screen

The Case Confirmation Screen displays periodically. (See figure 1)


The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo on the left and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout on the right. A yellow question mark icon is also present. Below the navigation bar is a green main area. In the top left of the green area, the text "02-10009-1 Lulu Spandalot" is displayed. At the bottom left of the green area, there are two buttons: "Next" and "Clear".

Figure 1

The purpose of this screen is to provide the user with an opportunity to confirm that they are working in the correct case. The program does this by displaying the current case name and case number.

Click **Next** to proceed.

The Final Text Editing Screen

The Final Text Editing Screen appears when filing nearly any document in CM/ECF. It may vary slightly from document to document, but its basic features are always the same.

It is the contents of the **Docket Text:** box that will appear on the Court's official record upon completion of your ECF event. (See figure 1)

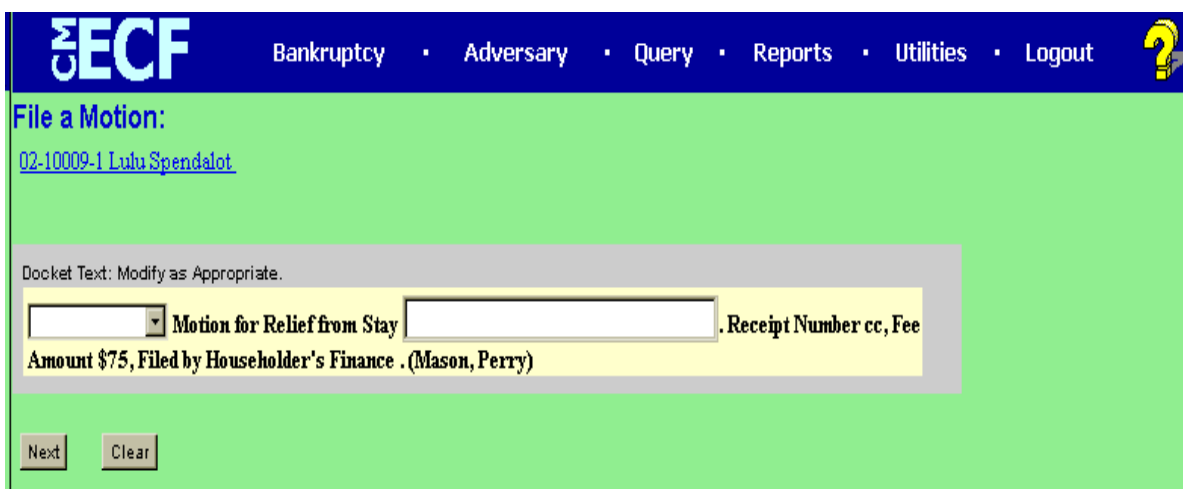
The screenshot shows the ECF interface for the "File a Motion:" screen. The top navigation bar is the same as in Figure 1. Below it, the text "File a Motion:" is displayed, followed by the case number and name "02-10009-1 Lulu Spandalot". A large yellow box contains the "Docket Text: Modify as Appropriate." section. Inside this box, there is a dropdown menu with "Motion for Relief from Stay" selected, followed by a text input field. To the right of the input field is the text ".Receipt Number cc, Fee". Below the input field, the text "Amount \$75, Filed by Householder's Finance . (Mason, Perry)" is displayed. At the bottom left of the yellow box, there are two buttons: "Next" and "Clear".

Figure 1

Sometimes, this screen will provide you with a "Pre-Text" drop down box. Under certain circumstances, you may wish to further define your document by selecting one of the items on this list. (See figure 2 - next page.)

Figure 2

Other times, you'll be given an "Edit-Text" box, wherein you may enter additional descriptive language so as to more specifically describe the nature of your document. (See figure 3)

Figure 3

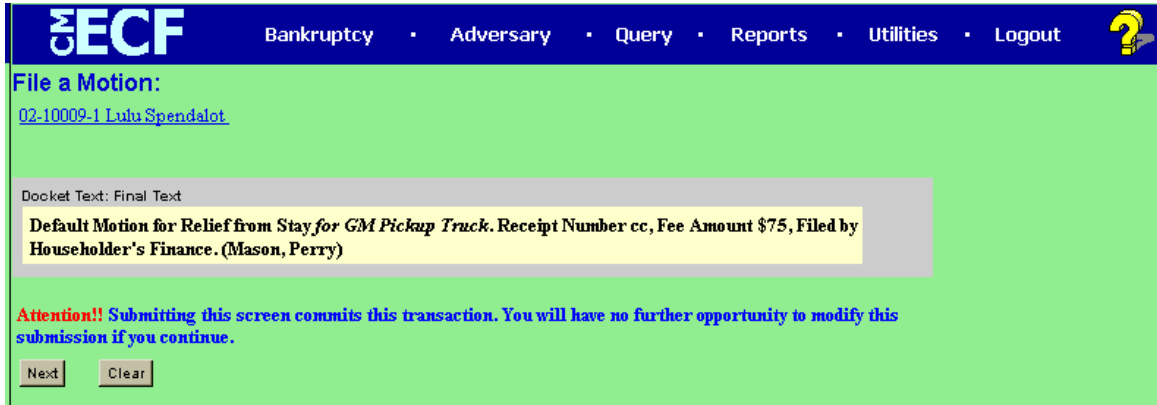
There is no known character limit when using the Edit-Text box. However, bear in mind that everything entered here will be made a part of the Court's official record.

IMPORTANT: Also, the name of the person to whom your log-in and password were assigned will appear in parenthesis. Perry Mason is the filer of the document used in the figure 3 example.

Click **[Next]** when you are satisfied with the text.

The Final Docket Text Screen

Review the docket text carefully. This is your last opportunity to make any changes before this entry becomes an official part of the case docket!



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "File a Motion:". Underneath, there is a link "02-10009-1 Lulu Spandalot". A grey box contains the text "Docket Text: Final Text". Below this, a yellow box displays the docket entry: "Default Motion for Relief from Stay for GM Pickup Truck. Receipt Number cc, Fee Amount \$75, Filed by Householder's Finance. (Mason, Perry)". A red warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom, there are two buttons: "Next" and "Clear".

IMPORTANT: A transaction can be aborted at any time up to this point by clicking one of the hyperlinks on the blue Main Menu bar.

If the information is correct, click **[Next]** to continue.

The Notice of Electronic Filing Screen

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Notice of Electronic Filing

The following transaction was received from Mason, Perry entered on 10/21/2002 at 4:37 PM EDT and filed on 10/21/2002

Case Name: Lulu Spendalot
Case Number: [02-10009-1](#)
Document Number: [4](#)

Docket Text:
Default Motion for Relief from Stay for *GM Pickup Truck*. Receipt Number cc, Fee Amount \$75, Filed by Householder's Finance. (Mason, Perry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:C:\Documents and Settings\TOMZ\Desktop\CM ECF\Local Training\PDF Demo Documents\Motion.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=1007484561 [Date=10/21/2002] [FileNumber=7690-0]
[7674583eafe875cbdb9c244b9faab829fd6680c32a824f0e52d82068a86ce995b1464
25c0e2df8babceab1abf2062840830d3e0e47fd395d2aa5ba93476f585c]]

02-10009-1 Notice will be electronically mailed to:

02-10009-1 Notice will not be electronically mailed to:

Simon R. Barrister
Barrister & Burgermeister, P.C.
12 Pond Lane
Heathrow,

G. Verner Edlund
Ballston Spa, NY

Perry Mason
Raymond Burr Apartments
Ironsides, NY 12207

Features of the CM/ECF Notice of Electronic Filing:

Date and time stamp information;

Hyperlink to docket sheet; (execute by clicking on the case number hyperlink)

Hyperlink to PDF document; (execute by clicking on the document number)

The docket text produced by the transaction (with annotations in italics).

Also shown are a document description, the full directory path from the filer's PC and a unique electronic document stamp for the main document (and first attachment, if any).

Notice will be electronically mailed to: any party on the case who has registered their e-mail address with the court.

Recipients of electronic notices may view filed documents once without charge. Subsequent viewing will be charged and will require a PACER login & password.

Notice will not be electronically mailed to: parties on the case who are unregistered.

To print a copy of this electronic receipt click the browser **[Print]** icon.
To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

Section Two:

Events, Event Locations and Unique Screens (General)

Bankruptcy Events (General)

ANSWERS AND RESPONSES (BK)

Location: Bankruptcy<>Answer/Response<>**Reference an Existing motion/application**

Event(s): **OBJECTION
REPLY
RESPONSE**

Screen Listing: [Bankruptcy Events Screen \(pg. 5\)](#)
Answer/Response sub-menu
Reference an Existing motion/application sub-menu
[Case Number Screen \(pg. 7\)](#)
[Event Selection Screen \(pg. 7\)](#)
[Case Confirmation Screen \(pg. 18\)](#)
[Joint Filing Screen \(pg. 8\)](#)
[Party Screen \(pg. 8\)](#)
[PDF Document Selection Screen \(pg. 12\)](#)
Unique Screen - See Below
[Final Text Editing Screen \(pg. 18\)](#)
[Final Docket Text Screen \(pg. 20\)](#)
[Notice of Electronic Filing Screen \(pg. 21\)](#)

Unique Screens: Related Event Screen

02-10009-1 Lulu Spendalot

Select the category to which your event relates.

Type
answer
appeal
claims
omp
court
misc
motion
notice
order

Filed to

Documents to

Next Clear

Select the appropriate event(s) to which your event relates:

☐ 10/28/2002 11 Objection to (related document(s): [10] Motion to Convert Case to Chapter 7. Receipt Number cc, Fee Amount \$15 filed by Trustee G. Verner Edlund) Filed by G. Verner Edlund (related document(s) [10]. (Edlund, G))

☐ 10/30/2002 24 Objection to (related document(s): [17] Trustee's Motion to Dismiss Case) Filed by Householder's Finance (related document(s) [17]. (Mason, Perry))

☐ 11/13/2002 49 Objection to (related document(s): [48] Motion for Leave to Appeal filed by Debtor Lulu Spendalot) Filed by Warning: party not known (related document(s) [48]. (O'Connell, Theresa))

Next Clear

Special Instructions: Highlight the category to which your answer relates. If you are unsure, multiple categories can be selected by holding the Ctrl key. Selecting every category will display a list of every document filed in the case. (You may further narrow your related-document-selection-criteria by entering a date range in the "Filed" boxes and/or entering a document number range in the "Document" boxes.) Click "Next".

When the list of events displays, use the check boxes to select the event(s) to which your answer relates. Click "Next".

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.

ANSWERS AND RESPONSES (BK)

Location: Bankruptcy<>Answer/Response<>**Other Answers**

Event(s): **INVOLUNTARY ANSWER**

Screen Listing: [Bankruptcy Events Screen \(pg. 5\)](#)
Answer/Response sub-menu
Other Answers sub-menu
[Event Selection Screen \(pg. 7\)](#)
[Case Number Screen \(pg. 7\)](#)
[Joint Filing Screen \(pg. 8\)](#)
[Party Screen \(pg. 8\)](#)
[PDF Document Selection Screen \(pg. 12\)](#)
Unique Screen - See Below
Unique Screen - See Below
[Final Text Editing Screen \(pg. 18\)](#)
[Final Docket Text Screen \(pg. 20\)](#)
[Notice of Electronic Filing Screen \(pg. 21\)](#)

Unique Screen: Third Party Complaint? Cross Claim? Counterclaim? Screen

☐ Does this filing include a **third-party** complaint? (If yes, click on the box)

☐ Does this filing include a **cross-claim** ? (If yes, click on the box)

☐ Does this filing include a **counterclaim** ? (If yes, click on the box)

Special Instructions: Read this screen and check any or all of the check boxes shown (in accordance with the additional contents of your Involuntary Answer, if any).

Unique Screen: Select Party You Are Filing Against Screen

Select the Party: OR Select a Group:

Edlund, G. Verner [Trustee]
Householder's Finance, [Creditor]
Spandalot, Lulu [Debtor]
Woodring, Zane [U.S. Trustee]

☐ No Group [Add/Create New Party](#)

☒ All Defendants

☐ All Plaintiffs

☐ All Parties

Special Instructions: This screen will display once for every box checked on the previous screen. Read each screen and select the party against whom you are filing that particular portion of your Involuntary Answer. You may also select an entire group or add a party if the one that you wish to file against is not shown.

The Final Text Editing Screen provides up to 4 pretext boxes and 4 edit text boxes for entering descriptive language.

APPEAL EVENTS

<u>Location:</u>	Bankruptcy<>Appeal
<u>Event(s):</u>	ADDENDUM TO RECORD ON APPEAL (Court Use Only) APPELLANT DESIGNATION APPELLEE DESIGNATION CROSS APPEAL NOTICE OF APPEAL NOTICE OF DOCKETING RECORD ON APPEAL (Court Use Only) REQUEST FOR TRANSCRIPT RE: APPEAL (Court Use Only) STATEMENT OF ISSUES ON APPEAL TRANSCRIPT RE: APPEAL (Court Use Only) TRANSMITTAL OF RECORD ON APPEAL (Court Use Only)
<u>Screen Listing:</u>	Bankruptcy Events Screen (pg. 5) Appeal sub-menu Case Number Screen (pg. 7) Event Selection Screen (pg. 7) Joint Filing Screen (pg. 8) Party Screen (pg. 8) PDF Document Selection Screen (pg. 12) <i>Unique Screen - See Below</i> Case Confirmation Screen [Appellee Designation only] (pg. 18) Final Text Editing Screen [except Appellee Designation] (pg. 18) Final Docket Text Screen (pg. 20) Notice of Electronic Filing Screen (pg. 21)

Appellant Designation

Unique Screens: Related Event Screen

Appellee Designation due date: 11/12/2002		
Transmission to District Court Due Date: 11/29/2002		
Select docket entries which are to be associated with the above schedule(s).		
Filing Date	#	Docket Text
<input type="checkbox"/> 10/30/2002	25	Notice of Appeal. Receipt Number cc, Fee Amount \$105 Filed by Householder's Finance (related document(s) [13]). Appellant Designation due by 11/12/2002. (Mason, Perry)

The Related Event Screen in the Appellant Designation event automatically sets and displays the Appellee Designation due date AND the Transmission to District Court due date.

Special Instructions: Using the check boxes (shown in the sample screen above) select the Notice of Appeal to which your Appellant Designation relates.

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Appellee Designation

Unique Screens: Related Event Screen

Select the appropriate event(s) to which your event relates:

☐ 10/30/2002 [25](#) Notice of Appeal. Receipt Number cc, Fee Amount \$105 Filed by Householder's Finance (related document(s) [13](#)). Appellant Designation due by 11/12/2002. (Mason, Perry)

Special Instructions: Using the check boxes (shown in the sample screen above) select the Notice of Appeal to which your Appellee Designation relates.

Cross Appeal

Unique Screens: Related Event Screen (with Filing Fee field)

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Receipt #: Fee: \$100

Select the appropriate event(s) to which your event relates:

☒ 10/30/2002 [25](#) Notice of Appeal. Receipt Number cc, Fee Amount \$105 Filed by Householder's Finance (related document(s) [13](#)). Appellant Designation due by 11/12/2002. (Mason, Perry)

Special Instructions: Enter "CC" in the Receipt # box and use the check boxes to select the Notice of Appeal to which your Cross Appeal relates (as shown in the sample screen above).

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Notice of Appeal

Unique Screens: Related Event Screen (with Filing Fee field)

Select the appropriate event(s) to which your event relates:

☒ 10/28/2002 13 Order Granting Motion For Relief From Stay (Related Doc # 41) Signed on 10/28/2002. (Zdanowicz, Thomas)

Appellant Designation due date: 11/12/2002

Receipt #: CC Fee: \$105

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Next Clear

Special Instructions: Use the check boxes to select the Order to which your Notice of Appeal relates and enter "CC" in the Receipt # box (as shown in the sample screen above).

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Statement of Issues on Appeal

Unique Screens: Related Event Screen

Select the appropriate event(s) to which your event relates:

☒ 10/30/2002 25 Notice of Appeal. Receipt Number cc, Fee Amount \$105 Filed by Householder's Finance (related document(s) 13). Appellant Designation due by 11/12/2002. (Mason, Perry)

Next Clear

Special Instructions: Using the check boxes (shown in the sample screen above) select the Notice of Appeal to which your Statement of Issues on Appeal relates.

The Final Text Editing Screen provides an edit text box for entering descriptive language.

CLAIM ACTIONS

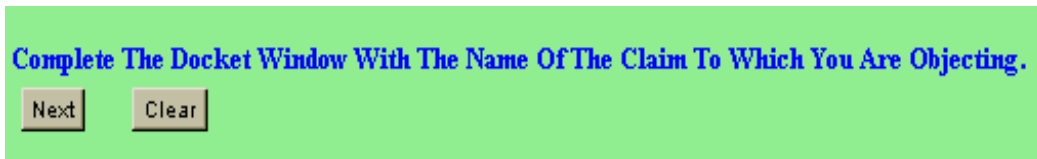
Location: Bankruptcy<>Claim Actions

Event(s): **OBJECTION TO CLAIM**
OBJECTION TO TRANSFER OF CLAIM
RECLASSIFY CLAIMS
TRANSFER OF CLAIM
WITHDRAWAL OF CLAIM

Screen Listing: Bankruptcy Events Screen (pg. 5)
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Objection to Claim

Unique Screens: Message Screen



Special Instructions: As stated in the message shown in the sample screen above, the Final Text Editing Screen will provide an edit text box, wherein the name of the claimant should be entered as shown in the example below.

Example: Objection to Claim <of Householder's Finance> Filed by Lulu Spendalot.

Objection to Transfer of Claim

Unique Screens: none

Docket Text: Modify as Appropriate.

Objection To Transfer of Claim To in the amount of \$

Filed by Householder's Finance . (Mason, Perry)

Next Clear

Special Instructions: As shown in the sample above, the Final Text Editing Screen will provide 2 edit text boxes. Enter the claim recipient's name in the first box and the amount of the claim being transferred in the second box as shown in the example below.

Example: Objection to Transfer of Claim to <Jack's Recovery> in the amount of \$ <10.00> Filed by Householder's Finance .

Reclassify Claims

Unique Screens: Claim Number and Status Screen

Enter Claim Number(s): Status:

Next Clear

- Allow
- Amendment
- Disallow
- Expunge
- Reclassify
- Withdraw

Special Instructions: As shown in the sample screen above, enter the number(s) of the claim(s) that you are attempting to reclassify and a select status action that you would like applied to the claim(s). Only one type of reclassification status can be chosen per transaction. A separate event is required if additional claims are to receive different statuses.

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Transfer of Claim

Unique Screens:

Transfer Information Screen

Transfer Type <input checked="" type="radio"/> 3001 (e) 1 <input type="radio"/> 3001 (e) 2 <input type="radio"/> 3001 (e) 3 <input type="radio"/> 3001 (e) 4			
Transferred To:	<input type="text"/>		
Transferred From:	<input type="text"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>
Transferred From:	<input type="text"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>
Transferred From:	<input type="text"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Special Instructions:

Click the radio button the corresponds with the type of Rule 3001 transfer that you are filing. Only one type of transfer can be chosen per transaction. A separate event is required if additional claims are to be transferred under a different rule.

Enter the name of the party to whom the claim is being transferred (generally the filer) in the "Transferred To:" field. This name need only be entered once per transaction.

Enter the transferor's name, the claim number and the dollar amount of each claim being transferred and click '**Next**' to continue.

The Final Text Editing Screen provides a pretext box for entering descriptive language (as shown in the example below).

Docket Text: Modify as Appropriate.	
<input type="text"/>	Transfer of Claim. Transfer Agreement 3001 (e) 2 Transferors:Householder's Finance(Claim No.2, Amount 10.00) To Jack's Recovery Filed by Jack's Recovery . (Mason, Perry)
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

Withdrawal of Claim

Unique Screens: Claim Number and Status Screen

A screenshot of a web form titled "Withdrawal of Claim". The form has a light green background. It contains a label "Enter Claim Number(s):" followed by a text input field containing the number "1". To the right of this is a label "Status:" followed by a drop-down menu showing "Withdraw". Below these fields are two buttons: "Next" and "Clear".

Enter Claim Number(s): Status:

Special Instructions: Enter the number(s) of the claim(s) that you are withdrawing and a select "Withdraw" from the "Status:" drop-down menu as shown in the sample screen above. (See the section on "Reclassify Claims" if you are attempting to apply a status other than "Withdraw".)

The Final Text Editing Screen provides an edit text box for entering descriptive language.

CREDITOR MATRIX UPLOAD

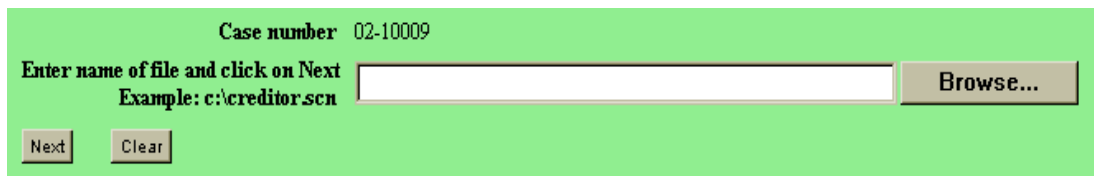
Location: Bankruptcy<>Creditor Maintenance<>Upload a creditor matrix file

Event(s): **UPLOAD A CREDITOR MATRIX FILE**

Screen Listing: [Bankruptcy Events Screen \(pg. 5\)](#)
Creditor Maintenance sub-menu
[Case Number Screen \(pg. 7\)](#)
Unique Screen - See Below
Unique Screen - See Below
Unique Screen - See Below

Special Note: Attorney users will have the opportunity to upload a creditor matrix **once per case**. Any modifications to the creditor matrix may be considered an amendment and will normally be handled by court personnel.

Unique Screen: TXT Document Selection Screen



Case number 02-10009

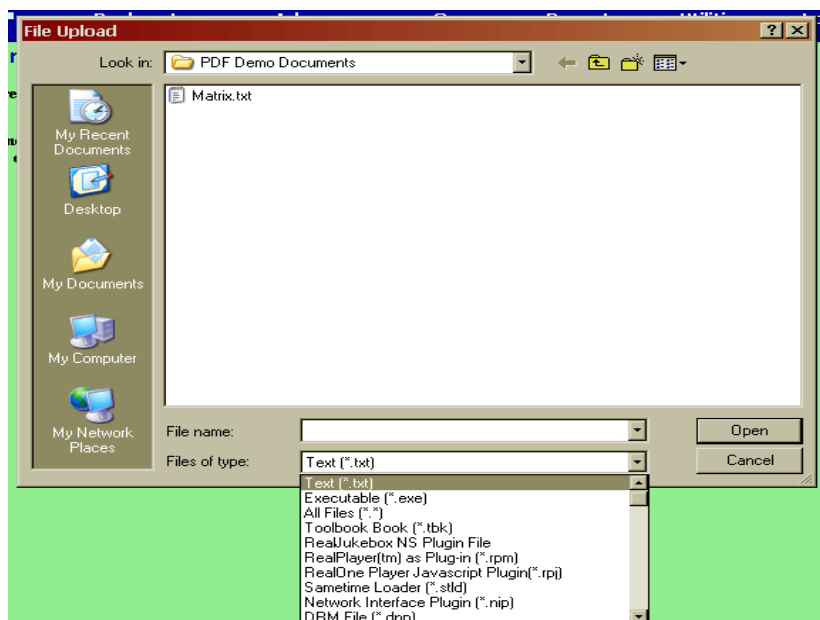
Enter name of file and click on Next
Example: c:\creditor.scn

Browse...

Next Clear

Special Instructions: The creditor matrix must be in an ASCII text format (usually a **.txt** file) before it can be successfully uploaded. Browse to the location of the txt matrix file on your hard drive.

Upon clicking "Browse", remember to change the "Files of type:" box to "Text (*.txt)" or to "All Files (*.*)" before proceeding.



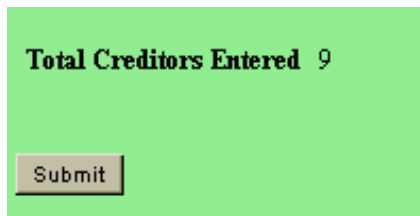
To see it's contents, right click the txt file with the mouse and select '**Open**' from the pick-list that appears. A program called Notepad will open, displaying the matrix.

Verify that this is the correct matrix file for the case and then close Notepad by clicking the 'X' upper right-hand corner.

If correct, double-click the txt file to select it or click on the **[Open]** button to attach the matrix file to the case.
Click 'Next' to continue.

Unique Screen:

Total Creditors Entered Screen



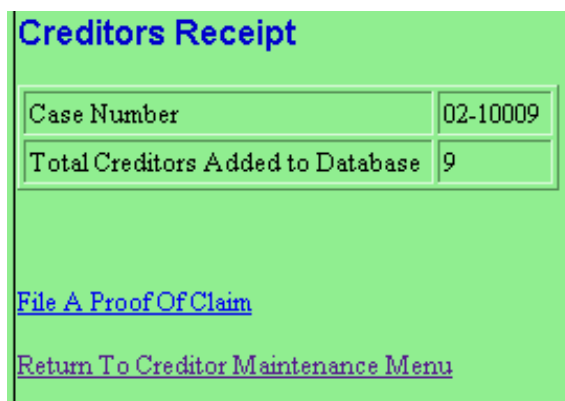
Special Instructions:

The program will display the total number of creditors found on your matrix. If you feel that this number is incorrect, click the browser's **[Back]** button and research the error.

If the total number of creditors displayed is correct, click the **[Submit]** button.

Unique Screen:

Creditors Receipt Screen



Special Instructions:

The final screen appears and displays the total number of creditors added to the case.

Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat the above steps for each creditor matrix.

If there are no other matrices to add, click '**Logout**' or select another option from the Main Menu Bar.

NOTE: The Creditor Mailing Matrix available via Utilities/Mailings and via PACER

Suggested Creditor Matrix Specifications

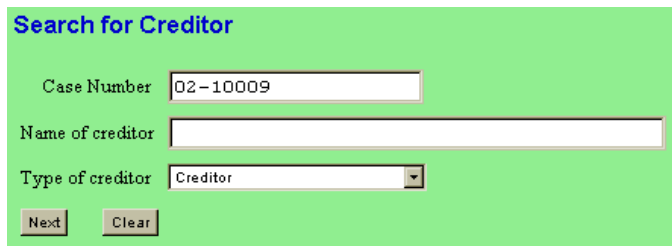
- ◆ The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Names and addresses should be left justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½ or ^ will cause problems. The #, C/O and & characters have not been reported to cause errors.
- ◆ “Attention” lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.

FILE CLAIM

Location: Bankruptcy<>File Claims

Screen Listing: [Bankruptcy Events Screen \(pg. 5\)](#)
[Unique Screen - See Below](#)
[Unique Screen - See Below](#)
[Unique Screen - See Below](#)
[PDF Document Selection Screen \(pg. 12\)](#)
[Notice of Electronic Filing Screen \(pg. 21\)](#)

Unique Screens: Search For Creditor Screen



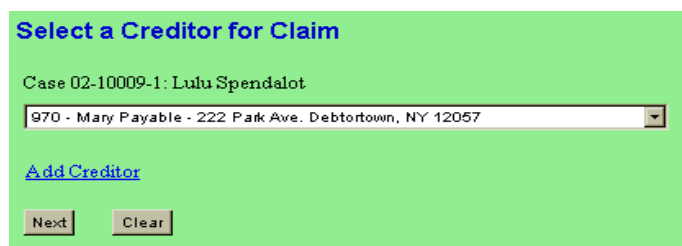
Special Instructions: Enter the case number to which your proof of claim applies. This is a required field.

To search for the creditor for whom the claim is being filed, enter a portion of the parties name in the “Name of creditor” box. You may enter as little as one character to conduct your search, however broader searches may return a larger number of possible “matches”.

You may leave the “Name of creditor” field blank, however doing so will result in ALL creditors on the case being displayed.

Leave the “Type of creditor” box set at ‘Creditor’.

Unique Screens: Select a Creditor Screen



Special Instructions: Use the drop-down arrow to select the correct creditor. If the creditor is not listed, click your browsers ‘Back’ button and try your search again. If your creditor is still not found, contact your Court representative.
The Add Creditor hyperlink is available for court users only.

Unique Screens:

Proof of Claim Information Screen

Proof Of Claim Information For				
970 - Mary Payable 222 Park Ave. Debtortown, NY 12057				
Case Number: 02-10009-1	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor <input type="button" value="v"/>
Last Date To File:	Last Date To File(Govt):	Date Filed: 11/05/2002	Late: No <input type="button" value="v"/>	Status: <input type="text"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Amount Allowed				
				Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

Special Instructions:

Enter data in the appropriate fields for the claim.

Enter the Amount Claimed under the appropriate category. Amounts will total automatically and should **NOT** be entered in the 'Total' field. Do not use the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

The Filed By field offers the options of creditor, debtor, attorney or trustee.

The optional Status field displays the Claim status of Allow, Amend, Disallow, Expunge, Reclassify and Withdraw.

Information entered in the Description and Remarks fields will appear on the Claims Register. Both fields will allow up to 255 characters.

When you have completed this screen, click '**Next**'.

MOTIONS AND APPLICATIONS

Location: Bankruptcy<>Motions/Applications

Screen Listing: (The following screens are common to each relief listed)

[Bankruptcy Events Screen \(pg. 5\)](#)

Motions/Applications sub-menu

[Case Number Screen \(pg. 7\)](#)

[Event Selection Screen \(pg. 7\)](#)

[Joint Filing Screen \(pg. 8\)](#)

[Party Screen \(pg. 8\)](#)

[PDF Document Selection Screen \(pg. 12\)](#)

[Final Text Editing Screen w/pretext & edit text boxes \(pg. 18\)](#)

[Final Docket Text Screen \(pg. 20\)](#)

[Notice of Electronic Filing Screen \(pg. 21\)](#)

Event(s): **Bolded** relief choices listed below include *Unique Screens* and/or special instructions. This information is provided on the pages that follow.

707b dismissal

Abandon

Accounting

Adequate Protection

Administrative Expenses

Allow Claims

Allow Payment Arrearages

Amend

Amended Application

Amended Motion

Appear pro hac vice

Appoint Creditors Committee

Appoint Trustee

Assume/Reject

Avoid Lien

Borrow

Compel

Compensation

Consolidate

Contempt

Continue Hearing

Continue Meeting of Creditors

Convert Case 7 to 11

Convert Case to 12

Convert Case to 13

Convert Case to 7

Deconsolidate Case Assoc.

Defer Fee

Deferral of Discharge

Dep. Funds into Court Registry

Deposit Unclaimed Funds

Determine Claims

Determine Post-Petition Int. Rate

Determine Value

Determine Tax Liability

Disallow Claims

Dismiss Case

Dismiss Party

Dismiss/Withdraw Document

Employ

Examination

Expunge Claims

Expediting Hearing

Extend Exclusivity Period

Extend Plan Payments

Extend Time

Final Decree

Generic Application

Generic Motion

Hardship Discharge

Joint Administration

Leave to Appeal

Limit Notice

Limited Admissions

Modify Plan

Moratorium

More Definite Statement

Pay

Pay Filing Fee in Installments

Preliminary Injunction

Prohibit Use Cash Collateral

Protective Order

Pursuant to 11 U.S.C. Sec. 110

Quash

Reaffirmation

Reclassify Claims

Reconsider

Recusal

Redeem

Reinstate Case

Relief from Co-Debtor Stay

Relief from Stay

Relief from Stay/Abandonment

Remand

Remove Debtor as DIP

Reopen Case

Sanctions

Sell

Set Hearing

Set Last Day to File Claim

Sever Chapter 11 Case

Sever Chapter 12 Case

Sever Chapter 7/13 Case

Stay

Stay Pending Appeal

Substitute Attorney

Transfer Case

Transfer Case (Intra-District)

Turnover

Use Cash Collateral

Vacate

Vacate Discharge

Waive Appearance (at 341 Mtg.)

Waive Pay Order

Waiver of Discharge

Withdraw as Attorney

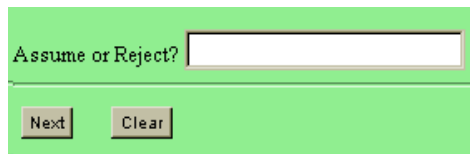
Withdrawal of Reference

Writ

MOTIONS AND APPLICATIONS (Continued)

Unique Screen(s) and Special Instruction:

Abandon	The event includes the Filing Fee Screen. (pg. 15)
Amend	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document being amended. The event does not include a pretext edit box.
Amended Application	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the application being amended. The event does not include a pretext edit box.
Amended Motion	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the motion being amended. The event does not include a pretext edit box.
Assume/Reject	The event includes the following <i>unique screen</i> :



Type either the word “assume” or the word “reject” in the box.

Compensation	At the Party Screens, you will add and/or select parties based upon your role in the case, the party or parties you are filing on behalf of and whether or not those parties appear in the pick-list
---------------------	--

If the Application is filed by... [one scenario below will apply]

...you as Trustee for yourself as Trustee:

Select your name from the party screen and click **‘Next’**.

...you as the Attorney for Trustee on behalf of the Trustee:

Select the trustee from the party screen and click **‘Next’**.

...you as Trustee on behalf of other professional(s):

Add the other professional(s) if not listed; (Choose the correct Role Type.)

Select both yourself & the other professional(s) and click **‘Next’**.

...you as an Atty. or Atty. for Trustee on behalf of other professional(s):

Add the other professional(s) if not listed; (Choose the correct Role Type.)

Select the other professional(s) from the party screen and click **‘Next’**.

...you as an attorney on own behalf:

Select the party(s) that you represent from the party screen (ex: debtors) and click **‘Next’**.

NOTE: Multiple selections can be made from a single list by holding down the Ctrl key as you click on each.

The event includes an Atty./Party Association Screen (pg. 12)
The event includes a Case Confirmation Screen (pg. 18)
The event includes a variation of the following *unique screen*:

02-10009-1 Lulu Spendalot

Applicant Perry Mason Esq. Type Accountant

☒ Filer

From To

Fee request \$ Expense request \$

Applicant Lulu Spendalot Type Accountant

☐ Filer

From To

Fee request \$ Expense request \$

Next Clear

Each party selected from the party list appears on this screen - each noted as “applicant.”

IMPORTANT: If either a trustee or attorney name appears in more than one section, enter the type, date, fee & expense information in one section only and always leave debtor and creditor records blank.

If not already done, checkmark the **‘filer’** box under your name as filer of the document and select your corresponding **‘Type’** from the Role Type drop-down list.

Enter the **‘From’** & **‘To’** dates under the name of the fee recipient(s). Enter the **‘Fees’** & **‘Expenses’** amounts requested under the name of the recipient(s). Do not use dollar signs or commas when entering amounts requested.

Select the recipient(s) corresponding ‘type’ from the Role Type drop-down list.

Checking a **‘Party’** box will cause that party to be added to the case & future party lists. If the party is already on the case, a ‘Party’ checkbox will not appear.

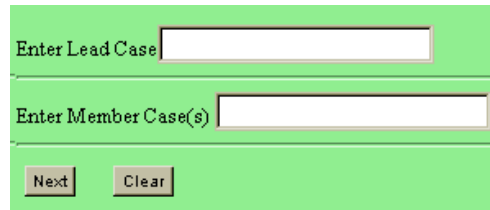
IMPORTANT: If the final docket text is incorrect, click your browser’s ‘Back’ button and make adjustments there.

More Examples...

If the filer is...	Then you should...
Trustee filing on behalf of another professional.	1) Check filer box below trustee and select type. Don’t include date/fee/expense info. 2) Select professional(s) type(s), check party box only and record date/fee/expense info.
Debtor’s attorney filing on his/her own or firm’s behalf.	1) Check filer box below attorney and select type. Record date/fee/expense info. for attorney. 2) Leave debtor(s) record(s) blank.
Trustee filing on his/her own behalf.	1) Check filer box below trustee and select type. Record date/fee/expense info. in one trustee record

Consolidate

The event includes the following *unique screen*:



Type the lead case and member case numbers in the boxes.
The event does not include an edit text box.

Continue Hearing

The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document that is the subject of the hearing.

Convert Case 7 to 11

The event includes the Filing Fee Screen. (pg. 15)

Convert Case to 7

The event includes the Filing Fee Screen. (pg. 15)

Defer Fee

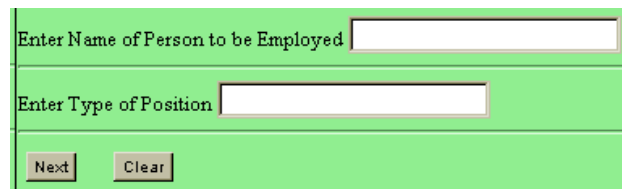
The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document for which the fee is being deferred.

Dismiss/Withdraw Doc.

The event includes a case confirmation screen. (pg. 18)
The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document(s) to be dismissed or withdrawn.
The event includes two pretext and two edit text screens.

Employ

The event includes the following *unique screen*:



Type the name and the position of the person to be employed.

Expediting Hearing

The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document that is the subject of the hearing.

Generic Application

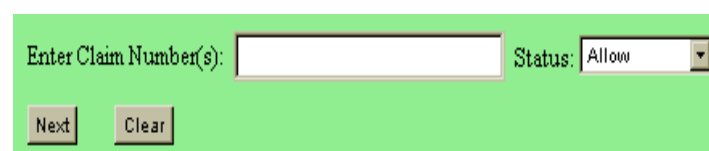
Describe the application using the pretext and edit text boxes.

Generic Motion

Describe the motion using the pretext and edit text boxes.

Reclassify Claims

The event includes the following *unique screen*:



Type the claim number(s) of the claim(s) to be reclassified and
select the “Reclassify” status using the drop-down menu.

Reconsider	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) to be reconsidered.
Recusal	The event does not include an edit text box.
Relief from Stay	The event includes the Filing Fee Screen. (pg. 15)
Rlf. from Stay/Abandon	The event includes the Filing Fee Screen. (pg. 15)
Reopen Case	The event includes the Filing Fee Screen. (pg. 15)
Set Hearing	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) upon which a hearing should be set.
Sever Ch. 11 Case	The event includes the Filing Fee Screen. (pg. 15)
Sever Ch. 12 Case	The event includes the Filing Fee Screen. (pg. 15)
Sever Ch 7/13 Case	The event includes the Filing Fee Screen. (pg. 15)

Enter Chapter #:

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Receipt #: Fee: \$77.50

The Filing Fee Screen includes an additional field for Chapter. Type in the current chapter of the case to be severed.

Stay	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) upon which a stay should be imposed.
Stay Pending Appeal	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) upon which a stay should be imposed.
Vacate	The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) to be vacated.
Withdrawal of Reference	The event includes the Filing Fee Screen. (pg. 15)

NOTICES

- Location: Bankruptcy<>Notices
- Event(s): NOTICE APPOINTING SUCCESSOR TRUSTEE (See UST Manual)
NOTICE APPOINTING TRUSTEE (See UST Manual)
NOTICE OF DISMISSAL (Court Use Only)
NOTICE OF HEARING
NOTICE OF HEARING ON DEFAULT MOTION
NOTICE OF VOLUNTARY CONVERSION TO CHAPTER 7
NOTICE OF VOLUNTARY DISMISSAL
- Screen Listing: Bankruptcy Events Screen (pg. 5)
Notices sub-menu
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Notice of Hearing

Unique Screen(s) Related Event Screen (with hearing Information fields)

Filing Date	#	Docket Text
<input type="checkbox"/> 10/21/2002	3	Default Motion for Relief from Stay for GM Pickup Truck. Receipt Number cc, Fee Amount \$75, Filed by Householder's Finance. (Mason, Perry)
<input type="checkbox"/> 10/28/2002	10	Motion to Convert Case to Chapter 7. Receipt Number cc, Fee Amount \$15 Filed by G. Verner Edlund. (Edlund, G.)
<input type="checkbox"/> 10/29/2002	17	Trustee's Motion to Dismiss Case. (Edlund, G.)
<input type="checkbox"/> 11/05/2002	34	Motion For Dismissal For Substantial Abuse Pursuant to 707(b) Filed by Lulu Spendalot. (Mason, Perry)

Special Instructions

Type in the **date** of the hearing or use the calendar-picker.
Type in the **time** of the hearing and select either **AM** or **PM**.
(You must select both a date and time or leave both fields blank.)
Select the **location** for the hearing using the drop-down menu.

Using the check boxes, **select the document(s)** upon which the hearing is being scheduled.

The edit text box must be completed to reflect the type of motion(s) being scheduled.

This information can be typed in the edit text box or you can use your browser's **Back** button to return to the previous screen, **block** and **copy** the appropriate text for insertion, click your browser's **Forward** button and **paste** the selection into the edit text box.

Notice of Hearing on Default Motion

Unique Screen(s): Related Event Screen

Special Instructions: Highlight the category to which your notice relates. If you are unsure, multiple categories can be selected by holding the Ctrl key. Selecting every category will display a list of every document filed in the case. (You may further narrow your related-document-selection-criteria by entering a date range in the “Filed” boxes and/or entering a document number range in the “Document” boxes.) Click “Next”.

Select the category to which your event relates.

Type
answer
appeal
claims
cmp
court
misc
motion
notice
order

Filed to

Documents to

Next Clear

Use the check boxes to select the document(s) upon which the hearing is being “scheduled” (as shown in the sample screen below).

Select the appropriate event(s) to which your event relates:

☐ 10/21/2002 [3](#) Default Motion for Relief from Stay for GM Pickup Truck. Receipt Number cc, Fee Amount \$75, Filed by Householder's Finance. (Mason, Perry)

☐ 10/28/2002 [10](#) Motion to Convert Case to Chapter 7. Receipt Number cc, Fee Amount \$15 Filed by G. Verner Edlund. (Edlund, G)

☐ 10/29/2002 [17](#) Trustee's Motion to Dismiss Case. (Edlund, G)

☐ 11/05/2002 [34](#) Motion For Dismissal For Substantial Abuse Pursuant to 707(b) Filed by Lulu Spendalot. (Mason, Perry)

Next Clear

At the bottom of the screen, type in the date, time and location of the default matter. Type in the objection due date or use the calendar-picker.

Enter Date, Time, Location of Hearing:

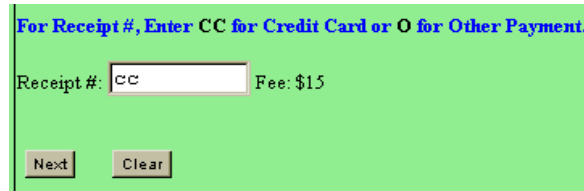
Objection due date: Calendar

Next Clear

The Final Text Editing Screen provides a pretext box for entering descriptive language.

Notice of Voluntary Conversion to Chapter 7

Unique Screen(s): Filing Fee Screen

A screenshot of a web form titled "Filing Fee Screen". The form has a light green background. At the top, it says "For Receipt #, Enter CC for Credit Card or O for Other Payment." Below this, there is a label "Receipt #" followed by a text input box containing "CC". To the right of the input box, it says "Fee: \$15". At the bottom of the form, there are two buttons: "Next" and "Clear".

Special Instructions: Enter "CC" in the Receipt # box.

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.

Notice of Voluntary Dismissal

Unique Screen(s): none

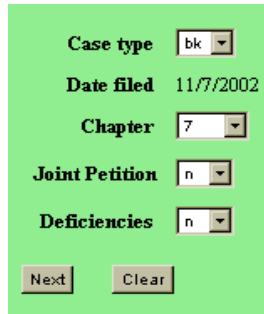
Special Instructions: The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.

OPEN A BK CASE

Location: Bankruptcy<>Open a BK Case

Screen Listing: Bankruptcy Events Screen (pg. 5)
Open a BK Case sub-menu
Unique Screen - (Case Data Screen) - *See Below*
Party Screen (pg. 8) - *See Below*
Unique Screen - (Aliases only) - *See Below*
Unique Screen - (Joint cases only) - *See Below*
Unique Screen - (Divisional Office Screen) - *See Below*
Unique Screen - (Additional Case Info. Screen) - *See Below*
Unique Screen - (Incomplete Filings only) - *See Below*
PDF Document Selection Screen (pg. 12)
Unique Screen - (Incomplete Filings only) - *See Below*
Filing Fee Screen (pg.15)
Unique Screen - (Government Proof of Claim) - *See Below*
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)
Unique Screen - (Notice of Bankruptcy Case Filing) - *See Below*

Unique Screen: Case Data Screen



The screenshot shows a web form titled "Case Data Screen" with a light green background. It contains several fields with dropdown menus: "Case type" (set to "bk"), "Date filed" (set to "11/7/2002"), "Chapter" (set to "7"), "Joint Petition" (set to "n"), and "Deficiencies" (set to "n"). At the bottom, there are two buttons: "Next" and "Clear".

Special Instructions: The case type cannot be changed. If you are filing an adversary proceeding, click on "Adversary" from the Main Menu.

Select the desired chapter, indicate 'y' if the filing is a joint petition and indicate 'y' if filing deficiencies exist. Click 'Next'.

Debtor Party Screen (See also: pg. 8 for instructions on searching)

Special Instructions: Do not use special characters such as parentheses, brackets, apostrophes or percent signs.

Enter debtor **Name**, **Social Security** and **Address** information (including county) in the appropriate boxes. Do not complete the fields for Office, Phone, Fax, or E-Mail. Enter USA in the country field and leave the "ProSe" field at it's default of 'no'.

When adding a party, the **Role Type** always defaults to a blank field. (To change the **Role Type**, expand the pick list by clicking on the down arrow and select the correct party role.)

NOTE: If the debtor's county is not listed, select "Not a Northern District of New York Case" from the drop-down menu.

Enter name related descriptive text in the **Party Text** field, if appropriate. (Ex. "A Connecticut Corporation" or "As Executor of the Estate of ".)

If the debtor has an alias, click on the "Alias" button. If there is no alias, click "Submit".

Unique Screen:

Alias Screen

Alias Information (Party Spendalot, Lulu)					
	Last/Business name	First name	Middle name	Generation	Role
1	Frivolous	Lulu			fka
2					aka
3					aka
4					aka
5					aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

Special Instructions:

Add any debtor aliases (as shown in the sample screen above). Select the alias role type using the drop-down menu. Click on the "Add aliases" button when finished to return to the Party Information Screen.

Unique Screen:

Review Screen

Review attorneys and aliases	
Lulu Spendalot	
<i>Uncheck to remove from list</i>	
Attorneys added:	
None added.	
Aliases added:	
<input checked="" type="checkbox"/>	Frivolous, Lulu (fka)
<input type="button" value="Return to Party screen"/> <input type="button" value="Clear"/>	

Special Instructions:

Click on the "Review..." button to review your progress up to this point. (You have the option of removing aliases from the list if necessary.) Click the "Return to Party screen" button when your review is complete. If the Party Information screen is also complete, click the "Submit" button.

Unique Screen:

Joint Debtor

The screenshot shows the ECF (Electronic Case Filing) interface for adding a joint debtor. At the top, there's a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, a section titled "Search for a party (joint debtor)" contains input fields for SSN, Tax Id, and Last/Business name. There are "Search" and "Clear" buttons. Below the search fields, a "Party search results" section shows a dropdown menu with "Daniels, Dale" selected. At the bottom, there's a checkbox labeled "Copy previous party's address" which is checked. Below the checkbox are two buttons: "Select name from list" and "Create new party".

Special Instructions:

If the case is a joint filing, a Joint Debtor information screen would appear next. Process the joint debtor in the same manner that the first debtor was added. DO NOT use the “Joint Debtor” role type.

In a joint case, if appropriate, use the check box to “Copy previous party’s address” (as shown in the sample screen above).

Unique Screen:

Divisional Office Notification Screen

The screenshot shows a green notification box with the text: "Divisional Office is set to Albany based on the county code 36001 of the debtor". Below the text are two buttons: "Next" and "Clear".

Special Instructions:

The program will assign your case to either Utica or Albany based upon the county code chosen at the Party Information Screen. Click ‘Next’ to continue.

Unique Screen:

Additional Case Information Screen

The screenshot shows the "Additional Case Information Screen" with various dropdown menus and checkboxes. The "Type of debtor" section has checkboxes for Individual (checked), Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker. The "Fee status" dropdown is set to "Paid". The "Nature of debt" dropdown is set to "consumer". The "Voluntary" dropdown is set to "Voluntary". The "Origin" dropdown is set to "Original". The "Date split/transfer" field is empty. The "Asset notice" dropdown is set to "No". The "Estimated number of creditors" dropdown is set to "1-15". The "Estimated assets" dropdown is set to "\$0-\$50,000". The "Estimated debts" dropdown is set to "1 \$0-\$50,000". At the bottom are "Next" and "Clear" buttons.

Special Instructions:

Complete this screen using the information on the first page of the petition.

Leave the “Origin” field set to “Original” and leave the “Date split/transfer” field blank. Leave the “Asset notice” field set to “No” for chapter 7 filings (but change it to “Yes” for all other chapters.

Unique Screen:

Deficiency Screen

ECF Bankruptcy

Deficiency List

Check item(s) NOT included in the petition

- ☐ Aty Disclosure Stmt.
- ☐ Aty Sign. Exhibit B
- ☐ Aty Sign. Page 2
- ☐ Db. Sig. re: Relief Av.
- ☐ Inventory of Property
- ☐ List of All Creditors
- ☐ Schedule A
- ☐ Schedule B
- ☐ Schedule C
- ☐ Schedule D
- ☐ Schedule E
- ☐ Schedule F
- ☐ Schedule G
- ☐ Schedule H
- ☐ Schedule I
- ☐ Schedule J
- ☐ Schedules A-J
- ☐ SSN/Tax ID
- ☒ Stmt. of Fin. Affairs
- ☐ Summary of Schedules

Next Clear

Special Instructions:

If ‘y’ was selected for Deficiencies on the first screen, you will be presented with the Deficiency List. Check the appropriate items and click “Next” to continue. Please note that a chapter 13 plan is not considered a deficiency for the purposes of this screen.

Unique Screen:

Incomplete Filings Due Date Screen

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open New Bankruptcy Case

Incomplete Filings due date: 10/8/2002

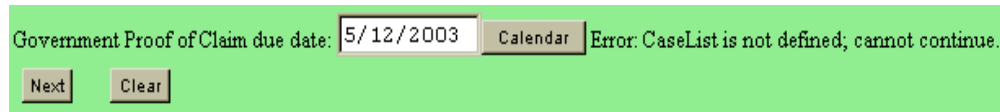
Next Clear

Special Instructions:

This screen is for informational purposes only. Click “Next” to continue.

Unique Screen:

Government Proof of Claim Due Date Screen



Government Proof of Claim due date: 5/12/2003 Calendar Error: CaseList is not defined; cannot continue.

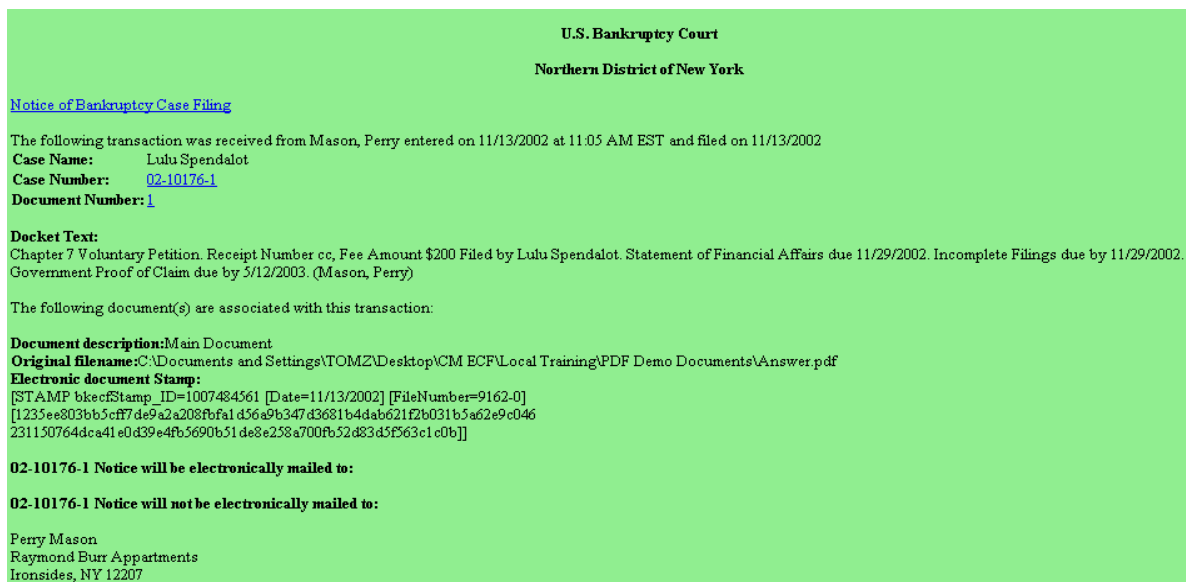
Next Clear

Special Instructions:

This screen is for informational purposes only. Click “Next” to continue. Do not change the date shown (and ignore the error message). Click “Next” to continue.

NOTE:

Upon accepting the final docket text, you’ll be presented a Notice of Electronic Filing Screen (as explained on pg. 21 of this manual). This screen contains the case number assigned to your case (as shown in the sample screen below)..



U.S. Bankruptcy Court
Northern District of New York

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Mason, Perry entered on 11/13/2002 at 11:05 AM EST and filed on 11/13/2002

Case Name: Lulu Spendalot
Case Number: [02-10176-1](#)
Document Number: [1](#)

Docket Text:
Chapter 7 Voluntary Petition. Receipt Number cc, Fee Amount \$200 Filed by Lulu Spendalot. Statement of Financial Affairs due 11/29/2002. Incomplete Filings due by 11/29/2002. Government Proof of Claim due by 5/12/2003. (Mason, Perry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:C:\Documents and Settings\TOMZ\Desktop\CM ECF\Local Training\PDF Demo Documents\Answer.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1007484561 [Date=11/13/2002] [FileNumber=9162-0]
[1235ee803bb5cff7de9a2a208fbfa1d56a9b347d3681b4dab621f2b031b5a62e9c046
231150764dce41e0d39e4fb5690b51de8e258a700fb52d83d5f563c1c0b]]

02-10176-1 Notice will be electronically mailed to:

02-10176-1 Notice will not be electronically mailed to:

Perry Mason
Raymond Burr Apartments
Ironsides, NY 12207

Clicking on the Case Number hyperlink ([02-10176-1](#)) on the Notice of Electronic Filing allows you to generate a docket report for this case. Clicking on the Document Number hyperlink will display the attached petition PDF document. A PACER login will be necessary.

Unique Screen:

Notice of Bankruptcy Case Filing Screen

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 11/13/2002 at 11:05 AM and filed on 11/13/2002.

Lulu Spendalot
2 Vicious Circle
Anytown, NY 55555
SSN: 111-22-3333
fka
Lulu Frivolous

The case was filed by the debtor's attorney:

Perry Mason, Esq.
Raymond Burr Apartments
Ironsides, NY 12207

The case was assigned case number 02-10176.

The filing of a bankruptcy case automatically stays certain actions against the debtor and the debtor's property. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized.

If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available at our *Internet* home page <http://156.121.56.10/> or at the Clerk's Office 445 Broadway, Suite 330, Albany, NY 12207.

You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.



Special Instructions:

Clicking on the [Notice of Bankruptcy Case Filing](#) hyperlink at the top of the Notice of Electronic Filing Screen (see previous page) causes the Notice of Bankruptcy Case Filing Screen to display. A PACER login is required.

As shown in the sample screen above, this notice includes the debtor(s) name(s), attorney name, case number, time, and filed date. It can be provided to creditors as an official notice of stay to stop foreclosures and other creditor actions.

The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.

To print a copy of this notice, click your browser's "Print" button.

To save a copy of this receipt, click "File" on your browser's menu bar and select "Save Frame As".

PLAN

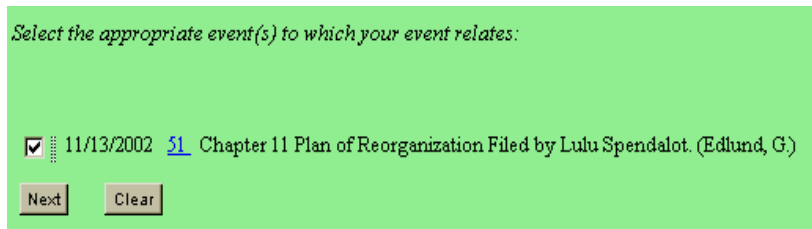
Location: Bankruptcy<>Plan

Event(s): **AMENDED CHAPTER 11 PLAN
AMENDED CHAPTER 13 PLAN
AMENDED DISCLOSURE STATEMENT
CHAPTER 11 PLAN
CHAPTER 12 PLAN
CHAPTER 13 PLAN
CHAPTER 9 PLAN
DISCLOSURE STATEMENT
OBJECTION TO CONFIRMATION OF PLAN**

Screen Listing: Bankruptcy Events Screen (pg. 5)
Plan sub-menu
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Amended Chapter 11 Plan

Unique Screens: Related Event Screen



Select the appropriate event(s) to which your event relates:

☒ 11/13/2002 51 Chapter 11 Plan of Reorganization Filed by Lulu Spendalot. (Edlund, G)

Next Clear

Special Instructions: Using the check boxes (shown in the sample screen above) select the chapter 11 plan to which your amended chapter 11 plan relates.

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.

Amended Chapter 13 Plan

Unique Screens:

Related Event Screen

Select the appropriate event(s) to which your event relates:

☐ 10/28/2002 [8](#) Chapter 13 Plan Filed by Lulu Spendalot. (Edlund, G.)

☒ 11/13/2002 [53](#) Chapter 13 Plan Filed by Lulu Spendalot. (Edlund, G.)

Next Clear

Special Instructions:

Using the check boxes (shown in the sample screen above) select the chapter 13 plan to which your amended chapter 13 plan relates.

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.

Amended Disclosure Statement

Unique Screens:

Related Event Screen

Select the appropriate event(s) to which your event relates:

☐ 10/28/2002 [9](#) Disclosure Statement Filed by Lulu Spendalot. (Edlund, G.)

☒ 11/13/2002 [50](#) Disclosure Statement Filed by Lulu Spendalot. (Edlund, G.)

Next Clear

Special Instructions:

Using the check boxes (shown in the sample screen above) select the disclosure statement to which your amended disclosure statement relates.

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.

Chapter 11 Plan

Unique Screens:

none

Special Instructions:

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Chapter 12 Plan

Unique Screens: none

Special Instructions: The Final Text Editing Screen provides an edit text box for entering descriptive language.

Chapter 13 Plan

Unique Screens: none

Special Instructions: The Final Text Editing Screen provides an edit text box for entering descriptive language.

Chapter 9 Plan

Unique Screens: none

Special Instructions: The Final Text Editing Screen provides an edit text box for entering descriptive language.

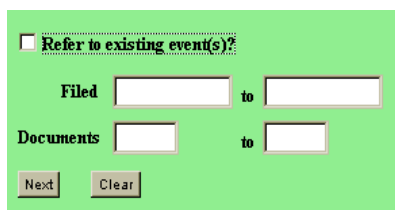
Disclosure Statement

Unique Screens: none

Special Instructions: The Final Text Editing Screen provides an edit text box for entering descriptive language.

Objection to Confirmation of Plan

Unique Screens: Related Event Screens



Select the appropriate event(s) to which your event relates:

- ☐ 10/28/2002 [8](#) Chapter 13 Plan Filed by Lulu Spendalot. (Edlund, G.)
- ☐ 11/13/2002 [51](#) Chapter 11 Plan of Reorganization Filed by Lulu Spendalot. (Edlund, G.)
- ☒ 11/13/2002 [53](#) Chapter 13 Plan Filed by Lulu Spendalot. (Edlund, G.)

Next Clear

Special Instructions: Check the “Refer to existing event(s) box. You may also enter date and/or document ranges to narrow your search (for the plan to which your objection relates). Click “Next”, checkmark the appropriate plan and click “next” again.

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.